



## **U.S. MISSION- ACCRA, GHANA**

**Vacancy Announcement Number: USAID/HR16-003**

**OPEN TO:** All Interested Applicants

**POSITION:** TRAINING ASSISTANT

**OPENING DATE:** February 18, 2016

**CLOSING DATE:** March 3, 2016

**WORK HOURS:** Full-time, 40 hours/week

**SALARY RANGE:** FSN-09: (GH¢42, 848.00 – GH¢64, 265.00 p.a.) depending on qualification and experience.

The U.S. Mission in Accra, Ghana is seeking an eligible, highly motivated and qualified individual for the position of Training Assistant in the Regional Executive Office-USAID/West Africa.

### **BASIC FUNCTION OF POSITION**

The position is located in the Regional Executive Office of USAID/West Africa. The incumbent serves as Training Coordinator for both the bilateral USAID Mission in Ghana and the regional West Africa Mission. In this capacity, he/she is responsible for the full range of in-service training activities for both USAID employees and for regional participants from other missions. The incumbent also serves as a key resource to all USAID staff on training related matters. This includes informing and advising employees and supervisors on available training opportunities in and out of country, coordinating all logistical arrangements for mission wide and regional group training events, processing individual training requests in accordance with training policy, providing support for the Mission Training Committee, tracking and filing all program records and documents, and administrating the training database. S/he participates in the evaluation and selection of training providers, instructors, and training courses. The Training Coordinator also provides guidance to all USAID Offices, particularly USAID/Ghana on participant training procedures and regulations, ensuring regular updating of the TraiNet system to reflect up-to-date information on USAID funded-trainees. The incumbent also provides a range of other HR services for US and FSN Mission staff, including, but not limited to, overseeing and managing the USAID Intern and Summer Hire Programs and coordinating the Mission Awards program.

### **MAJOR RESPONSIBILITIES**

### **% OF TIME**

#### **A. General Training Program Administration:**

**20%**

1. Provides guidance on, reviews & processes, employee training application process by advising staff on the selection of appropriate forms and relevant information needed from applicants. Monitors the application process to ensure the timely completion of all necessary paperwork and procedures.

2. Coordinates and provides guidance on USAID University on-line training opportunities for mission staff, LMS registration and all other USG training opportunities such as trainings hosted by the Department of State through FSI.
3. Coordinates the USAID Language Training Program at the Mission. Interviews and identifies instructor, works with instructor to design curriculum and identifies material to be used. Reviews instructor grouping and scheduling of participants based on level and training requirements. Monitors instructor performance and attendance. Reviews instructor's vouchers for supervisor's approval. Prepares announcements, schedules and provides logistical arrangements for French and/or local language classes.
4. Enrolls FSN employees in HAC insurance.

**B. Training Needs Assessment and Resource Identification: 10%**

1. Organizes and coordinates the orientation of new FSN employees and new arrivals at the Mission. Develops and coordinates an employee mentoring program for all new hires, working closely with employee, supervisor and mentor. Provides guidance to employees on training policies and regulations and training-related resources available to address individual training needs. Organizes and coordinates USAID team building and team training exercises which may be stand-alone events or components of larger USAID events, such as a retreat.
2. Identifies private and/or commercial training sources for the full range of training approaches (classroom, on-line correspondence, after hours, e-learning) etc.

**C. Implementation of Short-Term Training Events: 25%**

1. Coordinates all logistical arrangements related to training events. Prepares and posts mission sponsored training events on the intranet and announces them to the region. Arrange for timely delivery of training material, equipment, and supplies to be available at the training site for each specific event.

Coordinates logistical and travel arrangements, as requested, for visiting vendors, TDY staff, including AID/Washington high level personnel, presenters of training programs, and regional participants within USAID world-wide. Coordinates with hotels or other outside vendors for hosting the trainings and acts as main POC for all logistics.

Compiles participant lists for monitoring attendance and for future reference on employee completed courses, and communicates course related information to participants in a timely manner. Arranges transportation and provides site co-ordination and/or facilitation when necessary.

2. Provides feedback and recommends adjustments to program delivery and training methods when necessary to ensure that training objectives are met.

**D. Participant Training Activities 25%**

The Mission Training Assistant manages the Mission's participant training management system (TraiNet) and responsible for remaining abreast of USAID regulations, policies, and procedures related to participant training. Specific tasks include:

- i. Works with SO teams and implementing partners to assist them execute their USAID-funded participant training activities and advises on participant training policies and procedures.
- ii. Schedules and oversees security risk and fraud inquiries.
- iii. Works with EGAT/ED and the Embassy Consular Section on preparing visa referrals for approved participants, scheduling of visa interviews and other related issues..
- iv. Conducts pre-departure orientation for all participants on USAID-funded travel.
- v. Develops and maintains a database of all participants processed for J-1 visa travel by the Mission.
- vi. Trains Mission staff on the application and use of USAID's participant training database system, TraiNet.
- vii. Responds to internal and external participant training reporting requirements.
- viii. Undertakes periodic reviews to ensure that the availability and internal consistency of participant training documentation are up-to-date.
- ix. Develops and maintains operational processes to minimize Mission vulnerabilities.
- x. Monitors the results of participant training and makes recommendations for improving the Mission's procedures.
- xi. Serves as the Mission's Visa Compliance System verifier.

**E. Various HR Services for Mission Employees:**

**20%**

1. Incumbent is responsible for the USAID Summer Intern and Family member Summer Hire Programs and is considered the Point of Contact for information and implementation of these programs at USAID. For USAID Interns assigned by Washington, the incumbent will manage all logistics including preparation of purchase orders for stipends and lodging, when necessary. For Family Member Summer hires, the incumbent will solicit USAID offices for scopes of work and obtain a list of all eligible family members seeking summer employment and make recommendations for placement. Once students are identified, notifies both students and offices of their relative assignments. Incumbent assists interns and dependants with all logistical aspects of their internship such as completion of the W-4 form and recording Time and Attendance. Incumbent will also prepare and present an orientation session explaining USAID procedures for payment, conduct, etc. Incumbent checks in students on their first day of work, collects the TA cards bi-weekly, checks and initials them to make sure they are properly filled out, then submits them to the Controller's Office for process of payment. Upon request, incumbent prepares a list showing each contract's current cost and an overall budget review list.
2. Coordinates the USAID awards program for USAID employees including the bi-annual joint mission awards program for USAID nominations, on-the-spot awards throughout the year and special awards that must be submitted to Washington DC for approval. Ensures that nominating officials are advised of decisions and works with RFMO for process payment for approved cash awards. Develops lists of employees eligible for Length of Service and Safe Driving Awards and coordinates award certificates for USAID staff. Works closely with Embassy HR on logistical arrangements for Mission award ceremonies. Maintains complete

and up-to-date information related to Mission and post awards for employees. Processes incentive award nominations through the USAID internal committee and the Embassy Joint Country Awards Committee and maintains related logs, and sends notifications on actions taken.

3. The incumbent will provide backup to the EXO/HR Admin Assistant on training issues during his/her absences and performs other duties as assigned by the supervisor.

### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- A) **EDUCATION:** University degree is required with course work in human resources management, education, training or other related social science preferred.
- B) **EXPERIENCE:** Minimum of Five (5) years of progressively responsible experience managing training activities is required.
- C) **LANGUAGE:** Level IV English, fluency in speaking and writing is required. (Language proficiency will be tested)
- D) **KNOWLEDGE:** Must have sound knowledge of day to day operations of participant training system. Must have high level knowledge of employee training and development; event planning; how to monitor and evaluate the results of training; emerging field of e-learning.
- E) **SKILLS AND ABILITIES:** Strong interpersonal skills, including the ability to work effectively with the supervisors, subordinates colleagues and partners are required, as well as maturity, objectivity, resourcefulness, adaptability and sound professional judgment.

**HOW TO APPLY:** Applicants must submit a signed cover letter, relevant certificates and CV with references to:

Regional Executive Office  
USAID/West Africa  
P.O. Box 1630, Accra

Or by Email to: [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov)

***Note:*** When submitting your application via email, start the subject line with the position title. Failure to state this and submit signed letter with relevant documents will disqualify applicant.

**NOTE:** ALL U.S. AND NON-GHANAIAAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO THEIR APPLICATIONS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.

**ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.**

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

*USAID/West Africa anticipates awarding one Personal Services Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.*